

CHAPTER 3 :

BUILDING ACCOUNTS

PURPOSE

In this chapter, you will learn how to establish and maintain accounts in the ASAP system.

REVIEW

- < All funds in the ASAP system reside in Agency-managed **ASAP Accounts**. Each awarding Federal Agency establishes, maintains, and funds its own accounts in the ASAP system to control the flow of funds to its recipients.
- < In most cases, accounts are the lowest level at which Federal Agencies track funds in ASAP. Accounts may be at, above, or below the program or grant level, as determined by the Federal Agency.
- < Control Accounts allow the Agency to associate up to 300 Account Details with each account. The Agency funds the accounts at the account level; all payment requests and adjustments are done at the detail level.
- < The structure of each ASAP Account includes the **Federal Agency** providing the funds, the **Recipient Organization** which ultimately uses the funds, and an **Account ID**, assigned by the Federal Agency when it establishes the ASAP Account, to identify what the account is for.
- < For most ASAP Accounts, there is only one **Payment Requestor** that can draw funds from an account.

In the ASAP system,

- < Each Federal Agency is identified by an 8 digit **Agency Location Code** and, optionally, a 2 character **Region Code**.
- < Each Recipient Organization is identified by a unique 7 digit **Recipient ID**.
- < Each **Account ID** is from 1 to 20 characters long, consisting of letters and/or numbers with no leading spaces. The Federal Agency may use its existing internal account identifier for the Account ID in the ASAP system.
- < Each Payment Requestor is identified by a 7 digit **Requestor ID**.

To specify an ASAP Account, you must indicate a valid combination of

Agency Location Code/Region + Recipient ID + Account ID.

THE ACCOUNT PROFILE

All of the information defining an account in ASAP appears in its **Account Profile**. You create or build an account in ASAP by **adding a profile** for that account. Various properties associated with an account are identified and/or controlled by the fields in the account profile.

To begin building an account, you need to use the **Account Profile Entry** screen. Account profiles may be added via the on-line Account Profile Entry function in ASAP or via submission of batch files. Once added, account profiles in ASAP may be modified via on-line or batch processes. While the concepts discussed here apply to both on-line and batch account entry, the examples in this chapter will cover only the on-line account maintenance function. For more information on batch account maintenance, consult your servicing RFC.

IDENTIFICATION

As stated above, each account and thus each account profile is identified by the unique combination of the following three pieces of information:

- < **Agency Location Code/Region**
- < **Recipient ID**
- < **Account ID**

All three of the above fields are required when building an account profile. Once a profile has been posted to the ASAP database, its identifying information may not be changed, although parts of the profile itself may be modified. For the convenience of the user, the system displays the **Short Names** of the Federal Agency and the Recipient Organization once the ALC/Region and Recipient ID are specified.

REQUIRED FIELDS

The following pieces of information are part of the body of the account profile and must always be included when adding or modifying an account profile.

- < **Account Description** - A title or other description of the ASAP Account. May consist of letters and/or numbers and may be up to 30 characters in length.
- < **Requestor ID** - The Payment Requestor specified in the account profile is the only organization authorized to draw funds from this ASAP Account.

OPTIONAL FIELDS

The following pieces of information appear on one or more of the screens in the Account Profile Entry functions and may be included as appropriate when adding or modifying an account profile.

< **Control Account Indicator** - used by the Federal Agency to specify whether Account Details will be added to the account. The use of account details will allow the Federal Agency to track the use of funds at the detail level. If the Control Account indicator is set at Y, the ASAP 1031 indicator may not be set at Y. If you do not specify a value for this indicator, the system defaults it to N.

< **Account Status Indicator** - There are three possible Account Status values:

Open (O) - The account is available and active, which means that payment requests, authorization transactions, returned payments, and book entry adjustments may be processed against it.

Suspended (S) - Payment activity is on hold. Inquiries may be made on the account, and returned payments and authorization transactions are allowed, but payment requests and book entry adjustments will not be accepted.

Closed (C) - The account is no longer open. Inquiries may be made on the account, but no payment requests, authorization transactions, returned payments, or book entry adjustments are allowed against it.

One account status indicator (O, S, or C) must appear in each profile. If you do not enter a status when creating an account profile, the system defaults the account status to O.

< **ASAP 1031 Indicator** - used by the Federal Agency to specify whether payment requests against the account may be initiated by 1031 wire message by an authorized financial institution. The use of 1031 wire messages in ASAP is limited to Federal programs operating in a checks-paid environment, where a financial institution serves as the payment requestor drawing funds to cover checks paid by it on behalf of a Federal Agency. An indicator of Y means 1031 wire messages are allowed for payments against an ASAP Account, and an indicator of N means they are not. If you do not specify a value for this indicator, the system defaults it to N. If you have any questions as to whether an account in ASAP should allow 1031 wires, please contact your servicing RFC.

< **Allow Book Entry Adjustment Indicator** - used by the Federal Agency to indicate whether the account may have Book Entry Adjustments made against it. If you do not specify a value for this indicator, the system defaults it to Y.

- < **Group ID** - The Federal Agency may assign Group IDs to their accounts at their discretion to group related accounts. Group IDs have no effect on ASAP Accounts for payment request purposes. Rather, they facilitate the process of retrieving accounts for the purpose of entering authorizations.
- < **Payment Warehouse Indicator** - may be used by the Federal Agency to allow or prevent payments against the ASAP account from being warehoused for settlement beyond one business day. An indicator of Y allows payment warehousing, and an indicator of N prohibits warehousing from that particular account. If you do not enter a value, the indicator defaults to the value in the **Payment Warehouse Indicator** on the Federal Program Agency profile.

Note: Federal Agencies have the option of allowing no warehoused payments against any of their accounts. If that is the case, the appropriate person at the Federal Agency should request that their servicing RFC set the Payment Warehouse Indicator to N.
- < **Budget Period End Date** - Allows the Federal Agencies to record at their discretion the date up to which expenses related to this program may be incurred by the Recipient. This field is for information only; the date specified here has no effect on whether or not payment requests against an account in ASAP are approved by the system.
- < **Begin Date** - may be used by the Federal Agency to indicate the date on which the grant period starts.
- < **End Date** - may be used by the Federal Agency to indicate the date on which the grant period ends. When an End Date is entered on an Account Profile, the End Date must be greater than or equal to the current system cycle date. If an End Date is indicated on an account profile, the Account Status automatically changes to Suspended on the day following the End Date and no payment requests may be made against that account **after** the End Date. However, the system allows payment requests to be made up to and including the End Date for settlement on the End Date or on a future date.
- < **CMIA Indicator** - may be used by the Federal Agency to specify whether the ASAP Account (Y) is or (N) is not covered by the Cash Management Improvement Act (CMIA). This field defaults to N if left blank.
- < **CFDA Number** - may be used by the Federal Agency to indicate the Catalog of Domestic Assistance (CFDA) Number associated with this ASAP Account.
- < **Total Estimated Grant Amount** - may be used by the Federal Agency to indicate the estimated total grant award.

- < **Account Detail ID** - a 30 character field that may be used to further define the use of funds in a Control Account. This field may not contain leading spaces. Each Control Account may have up to 300 account details.
- < **Cumulative Draw Limit** - used to define the amount a recipient can draw from an account detail in a Control Account.

SYSTEM-GENERATED FIELDS

The following pieces of account profile information are generated by the ASAP system and may not be entered or modified by the user.

- < **Create Date** - the date when the account profile was created.
- < **Cumulative Authorized Amount** - the net of all authorization activity for the account. It equals the sum of all increase authorizations minus all decrease authorizations.
- < **Available Balance** - the net of all transaction activity against the account. It includes the cumulative authorized amount, plus returned payments, plus book entry increases, minus approved payment requests, minus book entry decreases.
- < **Cumulative Draws/RP/BE to Date** - the total payment requests, returned payments and book entries done against a control account.
- < **Total Cumulative Draw Limit** - the total of all the cumulative draw limits set by the agency on account details of a control account.

SCREEN ACTIONS

The account profile entry function allows the Federal Agency to **ADD** new account profiles and **CHANGE**, **DELETE**, or **INQUIRE** on existing account profiles. You simply specify which action you wish to perform, along with the identifying information for the account (ALC/Region + Recipient ID + Account ID), and press Enter on the Account Profile Entry screen. In all cases, the Federal Agency may **only** perform these actions on those account profiles containing **its own** ALC/Region. Updates to the database are immediate and are confirmed via screen message.

GETTING STARTED

Each of the sections in this chapter begins at the Account Functions Menu screen. The steps to reach this screen from the ASAP Main Menu are the same in all cases and so are not repeated in each section. Rather, they appear on the following pages.

STEP 1: ACTION

From the ASAP Main Menu, type 3 for the Federal Agency Functions Menu option and press Enter.

SP010A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP010AO	MAIN MENU	HH:MM:SS
08/02/2000 T		
<1> PAYMENT REQUEST PROCESSING		
<2> INQUIRY MENU		
<3> FEDERAL AGENCY FUNCTIONS MENU		
<4> RFC FUNCTIONS MENU		
<5> FRB SUPPORT PROCESSING		
<6> REPORT REQUEST MENU		
<7> NOTIFICATIONS		
ASAP ID	ENTER SELECTION NUMBER: 3	
ORGANIZATION ACCESS CODE	PRESS ENTER	
F2=EXIT		

STEP 1: RESULT

The Federal Agency Functions Menu appears.

SP060A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP060AO	FEDERAL AGENCY FUNCTIONS MENU	HH:MM:SS
08/02/2000 T		
<1> ACCOUNT FUNCTIONS MENU		
<2> AUTHORIZATION ENTRY PROMPT		
<3> AUTHORIZATION CERTIFICATION MENU		
<4> REVIEW PAYMENT REQUESTS PROMPT		
ENTER SELECTION NUMBER: _		
PRESS ENTER		
F2=EXIT	F5=MAIN	

STEP 2: ACTION

On the Federal Agency Functions Menu, select option 1 for the Account Functions Menu and press Enter.

SP060A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP060AO	FEDERAL AGENCY FUNCTIONS MENU	HH:MM:SS
08/02/2000 T		
 <1> ACCOUNT FUNCTIONS MENU		
 <2> AUTHORIZATION ENTRY PROMPT		
 <3> AUTHORIZATION CERTIFICATION MENU		
 <4> REVIEW PAYMENT REQUESTS PROMPT		
 ENTER SELECTION NUMBER: 1		
PRESS ENTER		
F2=EXIT	F5=MAIN	

STEP 2: RESULT

The Account Functions Menu appears.

SP061A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP061AO	ACCOUNT FUNCTIONS MENU	HH:MM:SS
08/02/2000 T		
 <1> ACCOUNT PROFILE ENTRY		
 <2> ACCOUNT DETAIL ENTRY		
 <3> DEFINE ELIGIBLE REQUESTORS AND RECIPIENTS		
 <4> MAXIMUM DRAW AMOUNT PROMPT		
 <5> AGENCY REVIEW CRITERIA PROMPT		
 ENTER SELECTION NUMBER: _		
PRESS ENTER		
 F4=MENU F5=MAIN		

SECTION 3.1
BUILDING A STANDARD ASAP ACCOUNT

PURPOSE

In this section you will learn to how to add, change, suspend and reopen a standard account. To get to the starting point for the Examples in this section, follow the step on the next page.

ACTION:

On the Account Functions Menu, type 1 for the Account Profile Entry screen and press Enter.

SP061A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP061AO	ACCOUNT FUNCTIONS MENU	HH:MM:SS
08/02/2000 T		
<1> ACCOUNT PROFILE ENTRY		
<2> ACCOUNT DETAIL ENTRY		
<3> DEFINE ELIGIBLE REQUESTORS AND RECIPIENTS		
<4> MAXIMUM DRAW AMOUNT		
<5> AGENCY REVIEW CRITERIA PROMPT		
ENTER SELECTION NUMBER: 1		
PRESS ENTER		
F4=MENU F5=MAIN		

RESULT:

The Account Profile Entry screen appears.

SP065B	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP065BO	ACCOUNT PROFILE ENTRY	HH:MM:SS
08/02/2000 T		
ACTION: _ <A> ADD <C> CHANGE <D> DELETE <I> INQUIRY		
AGENCY LOCATION CODE/REGION: 11000001 / _		SHORT NAME: US MONEY1
RECIPIENT ID: _____		SHORT NAME:
ACCOUNT ID: _____		
ACCOUNT DESCRIPTION: _____		CTRL ACCT(Y/N)
ACCT STATUS INDICATOR (O/S/C):		ASAP 1031Y(N)
REQUESTOR ID:		PYMNT WAREHOUSE IND (Y/N)
GROUP ID:	CFDA NUMBER:	ALLOW BE ADJ(Y/N)
BEGIN DATE: / /	END DATE: / /	CMIA INDICATOR (Y/N)
CREATE DATE: / /	BUD. PER. END DATE: / /	
TOTAL ESTIMATED GRANT AMOUNT:		
CUMULATIVE AUTHORIZED AMOUNT:		
AVAILABLE BALANCE:		
F4=MENU F5=MAIN		

EXAMPLE ONE

Using the Account Profile Entry feature, we will add an account profile in the ASAP system.

STEP 1: ACTION

When the Account Profile Entry screen first appears, all fields are displayed, but only the Action and two component fields of the Account, Recipient ID and Account ID, can be entered. The ALC/Region code will be displayed and protected. Fill in the Action, Recipient ID and Account ID fields and press Enter.

SP065B	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP065BO	ACCOUNT PROFILE ENTRY	HH:MM:SS
08/02/2000 T		
ACTION: A <A> ADD <C> CHANGE <D> DELETE <I> INQUIRY		
AGENCY LOCATION CODE/REGION: 11000001 / __ SHORT NAME: US MONEY1		
RECIPIENT ID: 0101111__ SHORT NAME:		
ACCOUNT ID: F1R10001__		
ACCOUNT DESCRIPTION:_____ CTRL ACCT(Y/N)		
ACCT STATUS INDICATOR (O/S/C): ASAP 1031 (Y/N)		
REQUESTOR ID: PYMNT WAREHOUSE IND (Y/N)		
GROUP ID: CFDA NUMBER: ALLOW BE ADJ(Y/N)		
BEGIN DATE: / / END DATE: / / CMIA INDICATOR (Y/N)		
CREATE DATE: / / BUD. PER. END DATE: / /		
TOTAL ESTIMATED GRANT AMOUNT:		
CUMULATIVE AUTHORIZED AMOUNT:		
AVAILABLE BALANCE:		
F4=MENU F5=MAIN		

STEP 1: RESULT

The cursor is repositioned to the Account Description field and the information message “Key Data and Press Enter to Add” appears.

SP065B	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP065BO	ACCOUNT PROFILE ENTRY	HH:MM:SS
08/02/2000 T		
ACTION: A <A> ADD <C> CHANGE <D> DELETE <I> INQUIRY		
AGENCY LOCATION CODE/REGION: 11000001 / __ SHORT NAME: US MONEY1		
RECIPIENT ID: 0101111 SHORT NAME: GRAY U		
ACCOUNT ID: F1R10001		
ACCOUNT DESCRIPTION:_____ CTRL ACCT(Y/N)		
ACCT STATUS INDICATOR (O/S/C): ASAP 1031(Y/N)		
REQUESTOR ID: PYMNT WAREHOUSE IND(Y/N)		
GROUP ID: CFDA NUMBER: ALLOW BE ADJ(Y/N)		
BEGIN DATE: / / END DATE: / / CMIA INDICATOR(Y/N)		
CREATE DATE: / / BUD. PER. END DATE: / /		
TOTAL ESTIMATED GRANT AMOUNT:		
CUMULATIVE AUTHORIZED AMOUNT:		
AVAILABLE BALANCE:		
F4=MENU F5=MAIN		
I0013 KEY DATA AND PRESS ENTER TO ADD.		

STEP 2: ACTION

Complete the Account Profile Entry screen and press Enter.

SP065B	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP065BO	ACCOUNT PROFILE ENTRY	HH:MM:SS
08/02/2000 T		
ACTION: A <A> ADD <C> CHANGE <D> DELETE <I> INQUIRY		
AGENCY LOCATION CODE/REGION: 11000001 / __		SHORT NAME: US MONEY1
RECIPIENT ID: 0101111		SHORT NAME: GRAY U
ACCOUNT ID: F1R10001		
ACCOUNT DESCRIPTION: SCHOOL LUNCH		CTRL ACCT(Y/N)
ACCT STATUS INDICATOR (O/S/C): 0		ASAP 1031 (Y/N)
REQUESTOR ID: 0101234	PYMNT WAREHOUSE IND (Y/N)	
GROUP ID: _____	CFDA NUMBER: _____	ALLOW BE ADJ(Y/N)
BEGIN DATE: / /	END DATE: / /	CMIA INDICATOR (Y/N)
CREATE DATE: / /	BUD. PER. END DATE: / /	
TOTAL ESTIMATED GRANT AMOUNT:		
CUMULATIVE AUTHORIZED AMOUNT:		
AVAILABLE BALANCE:		
F4=MENU F5=MAIN		
I0013 KEY DATA AND PRESS ENTER TO ADD.		

STEP 2: RESULT

You have successfully completed building an account. The information you entered, plus system defaults in fields that you did not enter, is displayed. Notice the message at the bottom of the screen - I0012 ADD SUCCESSFUL.

SP065B	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP065BO	ACCOUNT PROFILE ENTRY	HH:MM:SS
08/02/2000 T		
ACTION: _ <A> ADD <C> CHANGE <D> DELETE <I> INQUIRY		
AGENCY LOCATION CODE/REGION: 11000001 / __		SHORT NAME: US MONEY1
RECIPIENT ID: 0101111		SHORT NAME: GRAY U
ACCOUNT ID: F1R10001		
ACCOUNT DESCRIPTION: SCHOOL LUNCH		CTRL ACCT(Y/N)N
ACCT STATUS INDICATOR (O/S/C): 0		ASAP 1031 (Y/N)N
REQUESTOR ID: 0101234	PYMNT WAREHOUSE IND (Y/N)Y	
GROUP ID: _____	CFDA NUMBER: _____	ALLOW BE ADJ(Y/N)Y
BEGIN DATE: / /	END DATE: / /	CMIA INDICATOR (Y/N)
CREATE DATE: / /	BUD. PER. END DATE: / /	
TOTAL ESTIMATED GRANT AMOUNT:		
CUMULATIVE AUTHORIZED AMOUNT:		
AVAILABLE BALANCE:		
F4=MENU F5=MAIN		
I0012 ADD SUCCESSFUL.		

EXAMPLE TWO

Using the Account Profile Entry feature, we will change an account profile in the ASAP system.

STEP 1: ACTION

The Recipient ID and Account ID fields already have the information from the account you created in Example 1. Type C for change in the action field and press Enter.

SP065B	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP065BO	ACCOUNT PROFILE ENTRY	HH:MM:SS
08/02/2000 T		
ACTION: C <A> ADD <C> CHANGE <D> DELETE <I> INQUIRY		
AGENCY LOCATION CODE/REGION: 11000001 / ____		SHORT NAME: US MONEY1
RECIPIENT ID: 0101111		SHORT NAME: GRAY U
ACCOUNT ID: F1R10001		
ACCOUNT DESCRIPTION: SCHOOL LUNCH		CTRL ACCT(Y/N) N
ACCT STATUS INDICATOR (O/S/C):O		ASAP 1031 (Y/N) N
REQUESTOR ID: 0101234	PYMNT WAREHOUSE IND (Y/N) Y	
GROUP ID: _____	CFDA NUMBER: _____	ALLOW BE ADJ(Y/N) Y
BEGIN DATE: / /	END DATE: / /	CMIA INDICATOR (Y/N)
CREATE DATE: / /	BUD. PER. END DATE: / /	
TOTAL ESTIMATED GRANT AMOUNT:		
CUMULATIVE AUTHORIZED AMOUNT:		
AVAILABLE BALANCE:		
F4=MENU F5=MAIN		
I0012 ADD SUCCESSFUL.		

STEP 1: RESULT

The screen displays the information you entered in Example 1 plus the system defaults for the applicable fields.

SP065B	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP065BO	ACCOUNT PROFILE ENTRY	HH:MM:SS
08/02/2000 T		
ACTION: _ <A> ADD <C> CHANGE <D> DELETE <I> INQUIRY		
AGENCY LOCATION CODE/REGION: 11000001 / ____		SHORT NAME: US MONEY1
RECIPIENT ID: 0101111		SHORT NAME: GRAY U
ACCOUNT ID: F1R10001		
ACCOUNT DESCRIPTION: SCHOOL LUNCH		CTRL ACCT(Y/N) N
ACCT STATUS INDICATOR (O/S/C):O		ASAP 1031 (Y/N) N
REQUESTOR ID: 0101234	PYMNT WAREHOUSE IND (Y/N) Y	
GROUP ID: _____	CFDA NUMBER: _____	ALLOW BE ADJ(Y/N) Y
BEGIN DATE: / /	END DATE: / /	CMIA INDICATOR (Y/N) _
CREATE DATE: _/_/_	BUD. PER. END DATE: _/_/_	
TOTAL ESTIMATED GRANT AMOUNT:		
CUMULATIVE AUTHORIZED AMOUNT:		
AVAILABLE BALANCE:		
F4=MENU F5=MAIN		
I0008 CHANGE DESIRED FIELDS AND PRESS ENTER TO CONTINUE.		

STEP 2: ACTION

Change the Account Description which previously existed and add the CFDA number which was left blank when the Account Profile was created and then press Enter.

SP065B	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP065BO	ACCOUNT PROFILE ENTRY	HH:MM:SS
08/02/2000 T		
ACTION: _ <A> ADD <C> CHANGE <D> DELETE <I> INQUIRY		
AGENCY LOCATION CODE/REGION: 11000001 / _ SHORT NAME: US MONEY1		
RECIPIENT ID: 0101111 SHORT NAME: GRAY U		
ACCOUNT ID: F1R10001		
ACCOUNT DESCRIPTION: SCHOOL BREAKFAST CTRL ACCT(Y/N)N		
ACCT STATUS INDICATOR (O/S/C):O ASAP 1031 (Y/N)N		
REQUESTOR ID: 0101234 PYMNT WAREHOUSE IND (Y/N)Y		
GROUP ID: _____ CFDA NUMBER:01.111 ALLOW BE ADJ(Y/N)Y		
BEGIN DATE: / / END DATE: / / CMIA INDICATOR (Y/N)_		
CREATE DATE:___/___/___ BUD. PER. END DATE:___/___/___		
TOTAL ESTIMATED GRANT AMOUNT:		
CUMULATIVE AUTHORIZED AMOUNT:		
AVAILABLE BALANCE:		
F4=MENU F5=MAIN		
I0008 CHANGE DESIRED FIELDS AND PRESS ENTER TO CONTINUE.		

STEP 2: RESULT

You have successfully changed an account. A message at the bottom of the screen is displayed indicating that the update was successful.

SP065B	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP065BO	ACCOUNT PROFILE ENTRY	HH:MM:SS
08/02/2000 T		
ACTION: _ <A> ADD <C> CHANGE <D> DELETE <I> INQUIRY		
AGENCY LOCATION CODE/REGION: 11000001 / _ SHORT NAME: US MONEY1		
RECIPIENT ID: 0101111 SHORT NAME: GRAY U		
ACCOUNT ID: F1R10001		
ACCOUNT DESCRIPTION: SCHOOL BREAKFAST CTRL ACCT(Y/N)N		
ACCT STATUS INDICATOR (O/S/C):O ASAP 1031 (Y/N)N		
REQUESTOR ID: 0101234 PYMNT WAREHOUSE IND (Y/N)Y		
GROUP ID: _____ CFDA NUMBER:01.111 ALLOW BE ADJ(Y/N)Y		
BEGIN DATE: / / END DATE: / / CMIA INDICATOR (Y/N)_		
CREATE DATE:___/___/___ BUD. PER. END DATE:___/___/___		
TOTAL ESTIMATED GRANT AMOUNT:		
CUMULATIVE AUTHORIZED AMOUNT:		
AVAILABLE BALANCE:		
F4=MENU F5=MAIN		
I0004 UPDATE SUCCESSFUL.		

EXAMPLE THREE

Using the Account Profile Entry feature, we will suspend an account profile in the ASAP system.

STEP 1: ACTION

The Recipient ID and Account ID fields already have the information from the account you created in Example 1. Type C for change in the Action field and press Enter.

SP065B	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP065BO	ACCOUNT PROFILE ENTRY	HH:MM:SS
08/02/2000 T		
ACTION: C <A> ADD <C> CHANGE <D> DELETE <I> INQUIRY		
AGENCY LOCATION CODE/REGION: 11000001 / __		SHORT NAME: US MONEY1
RECIPIENT ID: 0101111		SHORT NAME: GRAY U
ACCOUNT ID: F1R10001		
ACCOUNT DESCRIPTION: SCHOOL BREAKFAST		CTRL ACCT(Y/N)N
ACCT STATUS INDICATOR (O/S/C):O		ASAP 1031 (Y/N)N
REQUESTOR ID: 0101234		PYMNT WAREHOUSE IND (Y/N)Y
GROUP ID: _____	CFDA NUMBER: 01.111	ALLOW BE ADJ(Y/N)Y
BEGIN DATE: / /	END DATE: / /	CMIA INDICATOR (Y/N)_
CREATE DATE: __/__/____	BUD. PER. END DATE: __/__/____	
TOTAL ESTIMATED GRANT AMOUNT:		
CUMULATIVE AUTHORIZED AMOUNT:		
AVAILABLE BALANCE:		
F4=MENU F5=MAIN		
I0008 CHANGE DESIRED FIELDS AND PRESS ENTER TO CONTINUE.		

STEP 1: RESULT

The screen displays the information you entered in Examples 1 and 2 plus the system defaults for the applicable fields.

SP065B	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	01/19/00
SP065BO	ACCOUNT PROFILE ENTRY	HH:MM:SS
01/19/2000 T		
ACTION: _ <A> ADD <C> CHANGE <D> DELETE <I> INQUIRY		
AGENCY LOCATION CODE/REGION: 11000001 / __		SHORT NAME: US MONEY1
RECIPIENT ID: 0101111		SHORT NAME: GRAY U
ACCOUNT ID: F1R10001		
ACCOUNT DESCRIPTION: SCHOOL BREAKFAST		CTRL ACCT(Y/N)N
ACCT STATUS INDICATOR (O/S/C):O		ASAP 1031 (Y/N)N
REQUESTOR ID: 0101234		PYMNT WAREHOUSE IND (Y/N)Y
GROUP ID: _____	CFDA NUMBER: 01.111	ALLOW BE ADJ(Y/N)Y
BEGIN DATE: / /	END DATE: / /	CMIA INDICATOR (Y/N)_
CREATE DATE: __/__/____	BUD. PER. END DATE: __/__/____	
TOTAL ESTIMATED GRANT AMOUNT:		
CUMULATIVE AUTHORIZED AMOUNT:		
AVAILABLE BALANCE:		
F4=MENU F5=MAIN		
I0008 CHANGE DESIRED FIELDS AND PRESS ENTER TO CONTINUE.		

STEP 2: ACTION

Change the Account Status Indicator to S and press Enter.

SP065B	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP065BO	ACCOUNT PROFILE ENTRY	HH:MM:SS
08/02/2000 T		
ACTION: _ <A> ADD <C> CHANGE <D> DELETE <I> INQUIRY		
AGENCY LOCATION CODE/REGION: 11000001 / __		SHORT NAME: US MONEY1
RECIPIENT ID: 0101111		SHORT NAME: GRAY U
ACCOUNT ID: F1R10001		
ACCOUNT DESCRIPTION: SCHOOL BREAKFAST		CTRL ACCT(Y/N)N
ACCT STATUS INDICATOR (O/S/C):S		ASAP 1031 (Y/N)N
REQUESTOR ID: 0101234		PYMNT WAREHOUSE IND (Y/N)Y
GROUP ID: _____	CFDA NUMBER:01.111	ALLOW BE ADJ(Y/N)Y
BEGIN DATE: / /	END DATE: / /	CMIA INDICATOR (Y/N)_
CREATE DATE: __/__/____	BUD. PER. END DATE: __/__/____	
TOTAL ESTIMATED GRANT AMOUNT:		
CUMULATIVE AUTHORIZED AMOUNT:		
AVAILABLE BALANCE:		
F4=MENU F5=MAIN		
I0008 CHANGE DESIRED FIELDS AND PRESS ENTER TO CONTINUE.		

STEP 2: RESULT

You have successfully suspended an account. Notice the message at the bottom of the screen - I0004 UPDATE SUCCESSFUL.

SP065B	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP065BO	ACCOUNT PROFILE ENTRY	HH:MM:SS
08/02/2000 T		
ACTION: _ <A> ADD <C> CHANGE <D> DELETE <I> INQUIRY		
AGENCY LOCATION CODE/REGION: 11000001 / __		SHORT NAME: US MONEY1
RECIPIENT ID: 0101111		SHORT NAME: GRAY U
ACCOUNT ID: F1R10001		
ACCOUNT DESCRIPTION: SCHOOL BREAKFAST		CTRL ACCT(Y/N)N
ACCT STATUS INDICATOR (O/S/C):S		ASAP 1031 (Y/N)N
REQUESTOR ID: 0101234		PYMNT WAREHOUSE IND (Y/N)Y
GROUP ID: _____	CFDA NUMBER:01.111	ALLOW BE ADJ(Y/N)Y
BEGIN DATE: / /	END DATE: / /	CMIA INDICATOR (Y/N)_
CREATE DATE: __/__/____	BUD. PER. END DATE: __/__/____	
TOTAL ESTIMATED GRANT AMOUNT:		
CUMULATIVE AUTHORIZED AMOUNT:		
AVAILABLE BALANCE:		
F4=MENU F5=MAIN		
I0004 UPDATE SUCCESSFUL.		

EXAMPLE FOUR

Using the Account Profile Entry feature, we will re-open an account that has been suspended in the ASAP system.

STEP 1: ACTION

The Recipient ID and Account ID fields already have the information from the account you created in Example 1. Type C for change in the Action field and press Enter.

```

SP065B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP065BO          ACCOUNT PROFILE ENTRY                               HH:MM:SS
08/02/2000 T
ACTION: C <A> ADD <C> CHANGE <D> DELETE <I> INQUIRY

AGENCY LOCATION CODE/REGION: 11000001 / __ SHORT NAME: US MONEY1
RECIPIENT ID: 0101111 SHORT NAME: GRAY U
ACCOUNT ID: F1R10001

ACCOUNT DESCRIPTION: SCHOOL BREAKFAST CTRL ACCT(Y/N)N
ACCT STATUS INDICATOR (O/S/C):S ASAP 1031 (Y/N)N
REQUESTOR ID: 0101234 PYMNT WAREHOUSE IND (Y/N)Y
GROUP ID:_____ CFDA NUMBER:01.111 ALLOW BE ADJ(Y/N)Y
BEGIN DATE: / / END DATE: / / CMIA INDICATOR (Y/N)_
CREATE DATE:___/___/___ BUD. PER. END DATE:___/___/___

TOTAL ESTIMATED GRANT AMOUNT:
CUMULATIVE AUTHORIZED AMOUNT:
AVAILABLE BALANCE:
F4=MENU F5=MAIN
I0004 UPDATE SUCCESSFUL.

```

STEP 1: RESULT

The screen displays the information you previously entered, plus the system defaults for the applicable fields.

```

SP065B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP065BO          ACCOUNT PROFILE ENTRY                               HH:MM:SS
08/02/2000 T
ACTION: _ <A> ADD <C> CHANGE <D> DELETE <I> INQUIRY

AGENCY LOCATION CODE/REGION: 11000001 / __ SHORT NAME: US MONEY1
RECIPIENT ID: 0101111 SHORT NAME: GRAY U
ACCOUNT ID: F1R10001

ACCOUNT DESCRIPTION: SCHOOL BREAKFAST CTRL ACCT(Y/N)N
ACCT STATUS INDICATOR (O/S/C):S ASAP 1031 (Y/N)N
REQUESTOR ID: 0101234 PYMNT WAREHOUSE IND (Y/N)Y
GROUP ID:_____ CFDA NUMBER:_____ ALLOW BE ADJ(Y/N)Y
BEGIN DATE: / / END DATE: / / CMIA INDICATOR (Y/N)_
CREATE DATE:___/___/___ BUD. PER. END DATE:___/___/___

TOTAL ESTIMATED GRANT AMOUNT:
CUMULATIVE AUTHORIZED AMOUNT:
AVAILABLE BALANCE:
F4=MENU F5=MAIN
I0008 CHANGE DESIRED FIELDS AND PRESS ENTER TO CONTINUE.

```

STEP 2: ACTION

Change the Account Status Indicator to O and press Enter.

SP065B	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP065BO	ACCOUNT PROFILE ENTRY	HH:MM:SS
08/02/2000 T		
ACTION: _ <A> ADD <C> CHANGE <D> DELETE <I> INQUIRY		
AGENCY LOCATION CODE/REGION: 11000001 / _		SHORT NAME: US MONEY1
RECIPIENT ID: 0101111		SHORT NAME: GRAY U
ACCOUNT ID: F1R10001		
ACCOUNT DESCRIPTION: SCHOOL BREAKFAST		CTRL ACCT(Y/N)N
ACCT STATUS INDICATOR (O/S/C):O		ASAP 1031 (Y/N)N
REQUESTOR ID: 0101234		PYMNT WAREHOUSE IND (Y/N)Y
GROUP ID: _____	CFDA NUMBER:01.111	ALLOW BE ADJ(Y/N)Y
BEGIN DATE: / /	END DATE: / /	CMIA INDICATOR (Y/N)_
CREATE DATE: __/__/____	BUD. PER. END DATE: __/__/____	
TOTAL ESTIMATED GRANT AMOUNT:		
CUMULATIVE AUTHORIZED AMOUNT:		
AVAILABLE BALANCE:		
F4=MENU F5=MAIN		
I0008 CHANGE DESIRED FIELDS AND PRESS ENTER TO CONTINUE.		

STEP 2: RESULT

You have successfully re-opened an account. Notice the message at the bottom of the screen - I0004 UPDATE SUCCESSFUL.

SP065B	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP065BO	ACCOUNT PROFILE ENTRY	HH:MM:SS
08/02/2000 T		
ACTION: _ <A> ADD <C> CHANGE <D> DELETE <I> INQUIRY		
AGENCY LOCATION CODE/REGION: 11000001 / _		SHORT NAME: US MONEY1
RECIPIENT ID: 0101111		SHORT NAME: GRAY U
ACCOUNT ID: F1R10001		
ACCOUNT DESCRIPTION: SCHOOL BREAKFAST		CTRL ACCT(Y/N)N
ACCT STATUS INDICATOR (O/S/C):O		ASAP 1031 (Y/N)N
REQUESTOR ID: 0101234		PYMNT WAREHOUSE IND (Y/N)Y
GROUP ID: _____	CFDA NUMBER:01.111	ALLOW BE ADJ(Y/N)Y
BEGIN DATE: / /	END DATE: / /	CMIA INDICATOR (Y/N)_
CREATE DATE: __/__/____	BUD. PER. END DATE: __/__/____	
TOTAL ESTIMATED GRANT AMOUNT:		
CUMULATIVE AUTHORIZED AMOUNT:		
AVAILABLE BALANCE:		
F4=MENU F5=MAIN		
I0004 UPDATE SUCCESSFUL.		

STEP 3: ACTION

Press F4=MENU to return to the Account Functions Menu.

SP065B	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP065BO	ACCOUNT PROFILE ENTRY	HH:MM:SS
08/02/2000 T		
ACTION: _ <A> ADD <C> CHANGE <D> DELETE <I> INQUIRY		
AGENCY LOCATION CODE/REGION: 11000001 / _		SHORT NAME: US MONEY1
RECIPIENT ID: 0101111		SHORT NAME: GRAY U
ACCOUNT ID: F1R10001		
ACCOUNT DESCRIPTION: SCHOOL BREAKFAST		CTRL ACCT(Y/N)N
ACCT STATUS INDICATOR (O/S/C):O		ASAP 1031 (Y/N)N
REQUESTOR ID: 0101234		PYMNT WAREHOUSE IND (Y/N)Y
GROUP ID: _____	CFDA NUMBER:01.111	ALLOW BE ADJ(Y/N)Y
BEGIN DATE: / /	END DATE: / /	CMIA INDICATOR (Y/N)_
CREATE DATE: __/__/____	BUD. PER. END DATE: __/__/____	
TOTAL ESTIMATED GRANT AMOUNT:		
CUMULATIVE AUTHORIZED AMOUNT:		
AVAILABLE BALANCE:		
F4=MENU F5=MAIN		
I0004 UPDATE SUCCESSFUL.		

STEP 3: RESULT

The Account Functions Menu appears.

SP061A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP061AO	ACCOUNT FUNCTIONS MENU	HH:MM:SS
08/02/2000 T		
<1> ACCOUNT PROFILE ENTRY		
<2> ACCOUNT DETAIL ENTRY		
<3> DEFINE ELIGIBLE REQUESTORS AND RECIPIENTS		
<4> MAXIMUM DRAW AMOUNT PROMPT		
<5> AGENCY REVIEW CRITERIA PROMPT		
ENTER SELECTION NUMBER: _		
PRESS ENTER		
F4=MENU F5=MAIN		

SECTION 3.2 BUILDING A CONTROL ACCOUNT

PURPOSE

In this section you will build a Control Account and learn how to add Account Details

THE CONTROL ACCOUNT

Some Federal Agencies have a need to establish a lower level, account detail for awards that are made at the account level but are drawn and expended at the sub-program or project level.

If you indicate a “Y” next to the Control Account indicator on the Account Profile Entry Screen, you may access the Account Detail Entry function to add as many as 300 account details to further define the use of funds in the account. This feature cannot be added to an ASAP 1031 account.

FUNCTION KEY

The following function key appears on the Account Profile Entry screen when the Control Account indicator has been set to Y.

F9=DTL Allows you to define Account Details associated with Control Accounts.

EXAMPLE ONE

Using the Account Profile Entry feature, we will add an account profile with Control Account capabilities in the ASAP system.

STEP 1: ACTION

On the Account Functions Menu, type 1 for the Account Profile Entry screen and press Enter.

SP061A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP061AO	ACCOUNT FUNCTIONS MENU	HH:MM:SS
08/02/2000 T		
<1> ACCOUNT PROFILE ENTRY		
<2> ACCOUNT DETAIL ENTRY		
<3> DEFINE ELIGIBLE REQUESTORS AND RECIPIENTS		
<4> MAXIMUM DRAW AMOUNT		
<5> AGENCY REVIEW CRITERIA PROMPT		
ENTER SELECTION NUMBER: 1		
PRESS ENTER		
F4=MENU F5=MAIN		

STEP 1: RESULT

The Account Profile Entry screen appears.

SP065B	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP065BO	ACCOUNT PROFILE ENTRY	HH:MM:SS
08/02/2000 T		
ACTION: _ <A> ADD <C> CHANGE <D> DELETE <I> INQUIRY		
AGENCY LOCATION CODE/REGION: 11000001 / _		SHORT NAME: US MONEY1
RECIPIENT ID: _____		SHORT NAME:
ACCOUNT ID: _____		
ACCOUNT DESCRIPTION: _____		CTRL ACCT(Y/N)
ACCT STATUS INDICATOR (O/S/C):		ASAP 1031 (Y/N)
REQUESTOR ID:		PYMNT WAREHOUSE IND (Y/N)
GROUP ID:		ALLOW BE ADJ(Y/N)
BEGIN DATE: / /		END DATE: / /
CREATE DATE: / /		BUD. PER. END DATE: / /
TOTAL ESTIMATED GRANT AMOUNT:		
CUMULATIVE AUTHORIZED AMOUNT:		
AVAILABLE BALANCE:		
F4=MENU F5=MAIN		

STEP 2: ACTION

When the Account Profile Entry screen first appears, all fields are displayed, but only the Action and two component fields of the Account, Recipient ID and Account ID, can be entered. The ALC/Region code will be displayed and protected. Fill in the Action, Recipient ID and Account ID fields and press Enter.

SP065B	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP065BO	ACCOUNT PROFILE ENTRY	HH:MM:SS
08/02/2000 T		
ACTION: A <A> ADD <C> CHANGE <D> DELETE <I> INQUIRY		
AGENCY LOCATION CODE/REGION: 11000001 / __ SHORT NAME: US MONEY1		
RECIPIENT ID: 0101111__ SHORT NAME:		
ACCOUNT ID: F1R10010__		
ACCOUNT DESCRIPTION:_____ CTRL ACCT(Y/N)		
ACCT STATUS INDICATOR (O/S/C): ASAP 1031 (Y/N)		
REQUESTOR ID: PYMNT WAREHOUSE IND (Y/N)		
GROUP ID: CFDA NUMBER: ALLOW BE ADJ(Y/N)		
BEGIN DATE: / / END DATE: / / CMIA INDICATOR (Y/N)		
CREATE DATE: / / BUD. PER. END DATE: / /		
TOTAL ESTIMATED GRANT AMOUNT:		
CUMULATIVE AUTHORIZED AMOUNT:		
AVAILABLE BALANCE:		
F4=MENU F5=MAIN		

STEP 2: RESULT

The cursor is repositioned to the Account Description field and the information message “Key Data and Press Enter to Add” appears.

SP065B	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP065BO	ACCOUNT PROFILE ENTRY	HH:MM:SS
08/02/2000 T		
ACTION: A <A> ADD <C> CHANGE <D> DELETE <I> INQUIRY		
AGENCY LOCATION CODE/REGION: 11000001 / __ SHORT NAME: US MONEY1		
RECIPIENT ID: 0101111 SHORT NAME: GRAY U		
ACCOUNT ID: F1R10010		
ACCOUNT DESCRIPTION:_____ CTRL ACCT(Y/N)		
ACCT STATUS INDICATOR (O/S/C): ASAP 1031 (Y/N)		
REQUESTOR ID: PYMNT WAREHOUSE IND (Y/N)		
GROUP ID: CFDA NUMBER: ALLOW BE ADJ(Y/N)		
BEGIN DATE: / / END DATE: / / CMIA INDICATOR (Y/N)		
CREATE DATE: / / BUD. PER. END DATE: / /		
TOTAL ESTIMATED GRANT AMOUNT:		
CUMULATIVE AUTHORIZED AMOUNT:		
AVAILABLE BALANCE:		
F4=MENU F5=MAIN		
I0013 KEY DATA AND PRESS ENTER TO ADD.		

STEP 3: ACTION

Complete the Account Profile Entry screen, indicate a Y in the CTRL ACCT field, and press Enter.

```

SP065B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP065BO          ACCOUNT PROFILE ENTRY                               HH:MM:SS
08/02/2000 T
ACTION: A  <A> ADD  <C> CHANGE  <D> DELETE  <I> INQUIRY

AGENCY LOCATION CODE/REGION:  11000001  /  __      SHORT NAME: US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U
ACCOUNT ID: F1R10010

ACCOUNT DESCRIPTION: CONTROL ACCOUNT                                CTRL ACCT(Y/N)Y
ACCT STATUS INDICATOR (O/S/C): O                                  ASAP 1031 (Y/N)
REQUESTOR ID:0101234          PYMNT WAREHOUSE IND (Y/N)
GROUP ID: _____          CFDA NUMBER: _____          ALLOW BE ADJ(Y/N)
BEGIN DATE:  /  /            END DATE:  /  /            CMIA INDICATOR (Y/N)
CREATE DATE:  /  /            BUD. PER. END DATE:  /  /

TOTAL ESTIMATED GRANT AMOUNT:
CUMULATIVE AUTHORIZED AMOUNT:
AVAILABLE BALANCE:
                                F4=MENU F5=MAIN
I0013 KEY DATA AND PRESS ENTER TO ADD.

```

STEP 3: RESULT

You have successfully completed building a Control Account. The information you entered, plus system defaults in fields that you did not enter, is displayed. The function key F9 is displayed, indicating account details may be added.

```

SP065B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP065BO          ACCOUNT PROFILE ENTRY                               HH:MM:SS
08/02/2000 T
ACTION: _  <A> ADD  <C> CHANGE  <D> DELETE  <I> INQUIRY

AGENCY LOCATION CODE/REGION:  11000001  /  __      SHORT NAME: US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U
ACCOUNT ID: F1R10010

ACCOUNT DESCRIPTION:CONTROL ACCOUNT                                CTRL ACCT(Y/N)Y
ACCT STATUS INDICATOR (O/S/C):O                                  ASAP 1031 (Y/N)N
REQUESTOR ID: 0101234          PYMNT WAREHOUSE IND (Y/N)Y
GROUP ID:_____          CFDA NUMBER:_____          ALLOW BE ADJ(Y/N)Y
BEGIN DATE:  /  /            END DATE:  /  /            CMIA INDICATOR (Y/N)_
CREATE DATE:___/___/___      BUD. PER. END DATE:___/___/___

TOTAL ESTIMATED GRANT AMOUNT:
CUMULATIVE AUTHORIZED AMOUNT:
AVAILABLE BALANCE:
                                F4=MENU F5=MAIN          F9=DTL
I0012 ADD SUCCESSFUL.

```

STEP 4: ACTION

Press F4=MENU to return to the Account Functions Menu.

SP065B	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP065BO	ACCOUNT PROFILE ENTRY	HH:MM:SS
08/02/2000 T		
ACTION: _ <A> ADD <C> CHANGE <D> DELETE <I> INQUIRY		
AGENCY LOCATION CODE/REGION: 11000001 / _		SHORT NAME: US MONEY1
RECIPIENT ID: 0101111		SHORT NAME: GRAY U
ACCOUNT ID: F1R10010		
ACCOUNT DESCRIPTION: CONTROL ACCOUNT		CTRL ACCT(Y/N)Y
ACCT STATUS INDICATOR (O/S/C):O		ASAP 1031 (Y/N)N
REQUESTOR ID: 0101234		PYMNT WAREHOUSE IND (Y/N)Y
GROUP ID: _____	CFDA NUMBER: _____	ALLOW BE ADJ(Y/N)Y
BEGIN DATE: / /	END DATE: / /	CMIA INDICATOR (Y/N)_
CREATE DATE: __/__/____	BUD. PER. END DATE: __/__/____	
TOTAL ESTIMATED GRANT AMOUNT:		
CUMULATIVE AUTHORIZED AMOUNT:		
AVAILABLE BALANCE:		
F4=MENU F5=MAIN F9=DTL		

STEP 4: RESULT

The Account Functions Menu appears.

SP061A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP061AO	ACCOUNT FUNCTIONS MENU	HH:MM:SS
08/02/2000 T		
<1> ACCOUNT PROFILE ENTRY		
<2> ACCOUNT DETAIL ENTRY		
<3> DEFINE ELIGIBLE REQUESTORS AND RECIPIENTS		
<4> MAXIMUM DRAW AMOUNT PROMPT		
<5> AGENCY REVIEW CRITERIA PROMPT		
ENTER SELECTION NUMBER: _		
PRESS ENTER		
F4=MENU F5=MAIN		

EXAMPLE TWO

Using the Account Detail Entry Feature, we will add three details to the Control Account built in Example 1. Each detail has a maximum length of 30 alphanumeric characters with no leading spaces. The Federal Agency has the ability to add up to 300 account details to a single ASAP account. The balance in the account is maintained at the account level. Payment requests and adjustments are made at the account detail level.

If a Cumulative Draw Limit is assigned to an Account Detail ID, funds can be withdrawn for that account detail up to the assigned amount within the limits of the account's available balance. If the Cumulative Draw Limit is left blank, funds can be withdrawn from that account detail up to the amount available in the account. The Cumulative Draw Limit may not be set to zero or a negative number.

If you access the Account Detail Entry screen from the Account Profile Entry screen by pressing F9=DTL, the ALC/Region and Short Name, Recipient ID and Short Name, Account ID and Account Description will be brought forward. You may also access the screen via the Account Functions Menu, as shown in the following example.

The following function key appears on the Account Detail Entry screen when it is appropriate to take the action:

F11=ACCT Returns you to the Account Profile Entry Screen

STEP 1: ACTION

On the Account Functions Menu, type 2 for the Account Detail Entry screen and press Enter.

SP061A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP061AO	ACCOUNT FUNCTIONS MENU	HH:MM:SS
08/02/2000 T		

<1>	ACCOUNT PROFILE ENTRY
<2>	ACCOUNT DETAIL ENTRY
<3>	DEFINE ELIGIBLE REQUESTORS AND RECIPIENTS
<4>	MAXIMUM DRAW AMOUNT PROMPT
<5>	AGENCY REVIEW CRITERIA PROMPT

ENTER SELECTION NUMBER: 2
PRESS ENTER

F4=MENU F5=MAIN

STEP 1: RESULT

The Account Detail Entry screen appears.

SP067B	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP067BO	ACCOUNT DETAIL ENTRY	HH:MM:SS
08/02/2000 T		

AGENCY LOCATION CODE/REGION: 11000001 / ____ SHORT NAME: US MONEY1
 RECIPIENT ID: _____ SHORT NAME:
 ACCOUNT ID: _____ AVAILABLE BALANCE:
 ACCOUNT DESCRIPTION:
 TOTAL CUMULATIVE DRAW LIMIT:
 SELECT <A> ADD, <C>CHANGE, <D>DELETE

S	ACCOUNT DETAIL ID	STATUS (O/S/C)	CUMULATIVE DRAW LIMIT	CUMULATIVE DRAWS/RP/BE TO DATE
—	_____	—	_____	
—	_____	—	_____	
—	_____	—	_____	
—	_____	—	_____	
—	_____	—	_____	
—	_____	—	_____	
—	_____	—	_____	
—	_____	—	_____	

ACTION:_(P=POST, V=VALIDATE, E=ESCAPE, R=REFRESH)
 F8=PGDN

When the Account Detail Entry screen first appears, all fields are displayed, but only the two component fields of the Account: Recipient ID, and Account ID can be entered. The ALC/Region code will be displayed and protected. Fill in the Recipient ID and Account ID fields and press Enter.

```

SP067B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP067BO          ACCOUNT DETAIL ENTRY                                HH:MM:SS
08/02/2000 T
AGENCY LOCATION CODE/REGION:  11000001  /  __      SHORT NAME: US MONEY1
RECIPIENT ID: 01011111      SHORT NAME:
ACCOUNT ID: F1R10010          AVAILABLE BALANCE:
ACCOUNT DESCRIPTION:
TOTAL CUMULATIVE DRAW LIMIT:
SELECT <A> ADD, <C>CHANGE, <D>DELETE

S          ACCOUNT DETAIL ID          STATUS          CUMULATIVE          CUMULATIVE
          (O/S/C)          DRAW LIMIT          DRAWS/RP/BE TO DATE
-  _____  -  _____
-  _____  -  _____
-  _____  -  _____
-  _____  -  _____
-  _____  -  _____
-  _____  -  _____
-  _____  -  _____
-  _____  -  _____
-  _____  -  _____

ACTION:_(P=POST, V=VALIDATE, E=ESCAPE, R=REFRESH)
F8=PGDN

```

The cursor is repositioned to the **S** field and the information message “Enter Account Detail Data” appears.

```

SP067B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
SP067BO          ACCOUNT DETAIL ENTRY                             HH:MM:SS
08/02/2000 T

                                PAGE 1 OF 1

AGENCY LOCATION CODE/REGION:  11000001   /   SHORT NAME: US MONEY1
RECIPIENT ID: 0101111           SHORT NAME:
ACCOUNT ID: F1R10010             AVAILABLE BALANCE:
ACCOUNT DESCRIPTION: CONTROL ACCOUNT
TOTAL CUMULATIVE DRAW LIMIT:
SELECT <A> ADD, <C>CHANGE, <D>DELETE

                                STATUS              CUMULATIVE              CUMULATIVE
S            ACCOUNT DETAIL ID    (O/S/C)        DRAW LIMIT        DRAWS/RP/BE TO DATE
- - - - -
- - - - -
- - - - -
- - - - -
- - - - -
- - - - -
- - - - -
- - - - -
- - - - -
ACTION:_(P=POST, V=VALIDATE, E=ESCAPE, R=REFRESH)
F8=PGDN
I0008 ENTER ACCOUNT DETAIL DATA

```


STEP 3: ACTION

Enter **A** in the **S** (Select) column, the **ACCOUNT DETAIL ID**, and **STATUS**, for three account details. Enter a **CUMULATIVE DRAW LIMIT** for two of the Account Details. Type a **P** in the **ACTION** field and press Enter to post the account details.

```

SP067B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP067BO          ACCOUNT DETAIL ENTRY                                HH:MM:SS
08/02/2000 T

                                     PAGE 1 OF 1
AGENCY LOCATION CODE/REGION: 11000001 / __ SHORT NAME: US MONEY1
RECIPIENT ID: 0101111 SHORT NAME:
ACCOUNT ID: F1R10010 AVAILABLE BALANCE:
ACCOUNT DESCRIPTION: CONTROL ACCOUNT
TOTAL CUMULATIVE DRAW LIMIT:
SELECT <A> ADD, <C>CHANGE, <D>DELETE

S          ACCOUNT DETAIL ID          STATUS          CUMULATIVE          CUMULATIVE
          (O/S/C)          DRAW LIMIT          DRAWS/RP/BE TO DATE
A  DETAIL 1          O  750000
A  DETAIL 2          O  900000
A  DETAIL 3          O
-
-
-
-
-
ACTION: P(P=POST, V=VALIDATE, E=ESCAPE, R=REFRESH)
          F8=PGDN
I0008 ENTER ACCOUNT DETAIL DATA
  
```

STEP 3: RESULT

You have successfully added account details to a Control account. The information you entered, plus system defaults in fields that you did not enter, is displayed. Notice the message at the bottom of the screen - **I0127 ACCOUNT DETAILS HAVE BEEN UPDATED FOR THIS ACCOUNT**.

```

SP067B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP067BO          ACCOUNT DETAIL ENTRY                                HH:MM:SS
08/02/2000 T

                                     PAGE 1 OF 1
AGENCY LOCATION CODE/REGION: 11000001 / __ SHORT NAME: US MONEY1
RECIPIENT ID: 0101111 SHORT NAME:
ACCOUNT ID: F1R10010 AVAILABLE BALANCE:
ACCOUNT DESCRIPTION: CONTROL ACCOUNT
TOTAL CUMULATIVE DRAW LIMIT: $1,650,000.00
SELECT <A> ADD, <C>CHANGE, <D>DELETE

S          ACCOUNT DETAIL ID          STATUS          CUMULATIVE          CUMULATIVE
          (O/S/C)          DRAW LIMIT          DRAWS/RP/BE TO DATE
A  DETAIL 1          O          $750,000.00
A  DETAIL 2          O          $900,000.00
A  DETAIL 3          O
-
-
-
-
-
ACTION: (P=POST, V=VALIDATE, E=ESCAPE, R=REFRESH)
          F4=MENU F5=MAIN
          F11=ACCT
I0127 ACCOUNT DETAILS HAVE BEEN UPDATED FOR THIS ACCOUNT
  
```

STEP 4: ACTION

Press F5=MAIN to return to the Main Menu.

SP067B	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP067BO	ACCOUNT DETAIL ENTRY	HH:MM:SS
08/02/2000 T		
PAGE 1 OF 1		
AGENCY LOCATION CODE/REGION: 11000001 / _ SHORT NAME: US MONEY1		
RECIPIENT ID: 0101111 SHORT NAME:		
ACCOUNT ID: F1R10010 AVAILABLE BALANCE:		
ACCOUNT DESCRIPTION: CONTROL ACCOUNT		
TOTAL CUMULATIVE DRAW LIMIT:\$1,650,000.00		
SELECT <A> ADD, <C>CHANGE, <D>DELETE		
S	ACCOUNT DETAIL ID	STATUS (O/S/C) CUMULATIVE DRAW LIMIT CUMULATIVE DRAWS/RP/BE TO DATE
A	DETAIL 1	O \$750,000.00
A	DETAIL 2	O \$900,000.00
A	DETAIL 3	O _____
-	_____	- _____
-	_____	- _____
-	_____	- _____
-	_____	- _____
-	_____	- _____
ACTION: (P=POST, V=VALIDATE, E=ESCAPE, R=REFRESH)		
F4=MENU F5=MAIN F11=ACCT		
I0127 ACCOUNT DETAILS HAVE BEEN UPDATED FOR THIS ACCOUNT		

STEP 4: RESULT

The Main Menu appears.

SP010A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/99
SP010AO	MAIN MENU	HH:MM:SS
08/02/2000 T		
<1> PAYMENT REQUEST PROCESSING		
<2> INQUIRY MENU		
<3> FEDERAL AGENCY FUNCTIONS MENU		
<4> RFC FUNCTIONS MENU		
<5> FRB SUPPORT PROCESSING		
<6> REPORT REQUEST MENU		
<7> NOTIFICATIONS		
ASAP ID ENTER SELECTION NUMBER:		
ORGANIZATION ACCESS CODE PRESS ENTER		
F2=EXIT		